

RISK MANAGER

DEFINITION OF WORK

Employee in this classification performs professional work in the administration of the risk management and safety program activities of the County to include employee assistance, Workers' Compensation, benefits, and insurance coverage. An employee in this class is responsible for planning, organizing, developing, implementing, and monitoring a comprehensive risk management and safety program for the County. Work includes determining and managing the County's risk exposure and ensuring employees are working in as safe an environment as possible. Work involves coordinative and cooperative efforts with department heads, employees, citizens, and insurance carriers. Risk management duties include researching and processing Workers' Compensation and liability claims, working with carriers, investigating changes in County insurance coverage, and dealing tactfully with the public on liability claims against the County. Safety work includes conducting training on a variety of OSHA and safety related rules and regulations, inspecting work areas to assure compliance with safety policies and procedures, and making recommendations for improvement of the work environment. The employee also works in a variety of human resources related program areas such as benefits, employee assistance, and administering the drug and alcohol testing program. Duties require knowledge of OSHA laws, rules, and regulations; standard safety practices and procedures; Workers' Compensation general statutes and regulations; and liability insurance coverage. Work requires the employee to develop creative and innovative ways to establish and maintain an effective program. Work is performed independently under the supervision of the Assistant County Manager and is evaluated through conferences, review of records and reports, and implementation of successful programs.

EXAMPLES OF WORK

Employee in this class develops, plans, and implements goals and objectives, policies and priorities of the Risk Management and Safety programs; develops annual budget recommendations; establishes program policies and procedures; recommends hiring and promotions, evaluates staff, recommends discipline; evaluates and maintains the property, liability and specialty insurance coverage for the County; handles liability claims and serves as liaison to the carrier; answers questions from the public on claims against the County; serves as a resource to employees and management and responds to safety questions and concerns; identifies hazardous equipment, operations and environments and recommends solutions to minimize hazards and assist in the re-engineering process; conducts inspections and surveys on occupational health and safety conditions; establishes programs and procedure for compliance with federal and State OSHA regulations; maintains records and logs documenting training and accidents; coordinates ongoing safety and health programs/projects which include ensuring contractor safety compliance; manages the Workers' Compensation program and ensures proper standards, procedures and guidelines are in place for a self-insured program; contracts for third party administration, legal services, medical and drug-free workplace services and ensures loss prevention and risk control procedures are in place for a safe workplace to minimize losses; manages the employee benefits programs by reviewing current insurance related legislation to determine necessary changes to ensure coverage requirements; develops benefits strategies and negotiates insurance contracts and third party administration; manages the employee assistance program and ensures appropriate evaluation and counseling is available for all employees and family members; provides training to County employees on safety issues; oversees investigation of workplace accidents and incidents and makes recommendations for corrective action; administers drug and alcohol testing including pre-employment testing for all new hires; performs other work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from an accredited four-year college or university with a Bachelor's degree in risk management or related field and five years of experience planning and implementing risk management and safety programs; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles and practices of public personnel administration and management principles, practices and techniques as they relate to the risk management and safety; thorough knowledge of safety and risk management program development, services, activities and administration; thorough knowledge of and the ability to interpret applicable federal and State workplace safety and environmental regulations; considerable knowledge of FMLA, ADA, alcohol and drug testing and other related regulations; ability to analyze working conditions to determine unsafe work practices and recommend alternative methods and procedures; ability to communicate ideas effectively both orally and in writing; ability to recommend and implement goals, policies and procedures for effective and efficient safety and risk management services; ability to analyze accident and risk trends to ensure the County is minimizing its risk exposure while effectively maintaining costs; ability to establish and maintain effective working relationships with governmental agencies, employees and the public; ability to enforce safety regulations with firmness and tact.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

The employee is subject to inside and outside environmental conditions at various County worksites and accident sites.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare data and statistics, operate a computer terminal, do extensive reading, and make visual inspections of work areas for safety and risk management.